

Business License and Revenue Division 205 Lawrence St., Box 609 Marietta, Georgia 30061-0609 Phone: (770) 794-5520

Fax: (770) 794-5685

Scott Everingham, Manager

For Office Use Only
Tax Cert. No
Account No.
SIC Code
Zoning
Date

REASON FOR APP	LICATION (Check One)			
[] New Business Sta				
		Date of Purchase (mo., day, yr.)		
	Previous Name			
	d - Previous Location			
Location of Business	Number and Street (room, apt., or suite no.)	City	State	 Zip
	Number and Street (room, apt., or suite no.)		State	Zip
Walling Address	Number and Street (room, apt., or suite no.)	City	State	Zip
	at location (mo., day, year)		number	
TYPE OF OWNERSHI	P (Check One) []Sole Proprietor []Partner	ship []Corporation []	Other (Specify)_	
Business telephone nu	mber E-ma	il address		
	: If incorporated, give name of corporati			
_	nstruction? [] Yes [] No Does busines			
•	ESIDENTIAL INFORMATION:			
	tner [] President [] Other (Specif	w)		
[] Owner [] I ai	ther [] Tresident [] Other (Speen	y)		
Name	Number and Street (room, apt., or suite no.)	ty State	Zip	Phone
Social Security No	Date of Birth	_Driver's License No	o. & State	
[] Owner [] Par	tner [] Vice President [] Other (S	pecify)		
Name	Number and Street (room, apt., or suite no.)	ty State	Zip	Phone
Social Security No	Date of Birth	_Driver's License No	o. & State	
Detailed explanation of	of business activity to be conducted at lo	cation		
Estimated Annual Gross	Receipts (In the State of Georgia from this location) \$	No. of Em	nployees (Exclude C	Owners)
Construction Industry	Licensing Board Card Number and Exp	iration date (If Applic	able)	
•	States citizens? [] Yes [] No (If n			
	ED BY APPLICANT (Must be signed by		_	
		· -		-
by me in the above an	, being duly sw d foregoing answers are true and no falso	orn according to law e or fraudulent statem	, ao swear tnat ent is made her	ein.
-				
Date	Applicant's Signa	ture		

Any check submitted with this application will be deposited by the City of Marietta. However, the depositing of such check does not constitute the grant of a license and every license must follow the normal review process prior to a final determination on whether to grant or deny the license. Further, the submittal of an application does not entitle the applicant to engage in the business applied for. Only the final and complete issuance of the license constitutes authority to transact such business.

applicrev7/19/2006.doc



Department of Development Services

205 Lawrence Street Marietta, Georgia 30060 Brian Binzer, AICP, Director

HOME-BASED BUSINESS ACKNOWLEDGEMENT

they apply to home occ established in Section 712	hat I have been provide upational permits. I he .04 of the City of Marie	ed a copy of the City of Marietta's zoning ereby agree to fully comply with said s tta Comprehensive Development Code), any be revoked immediately in addition to of	tandards (as d if found ir
Name of Business		Address of Business	
Signature	Date		

712.04

Home Occupations

A. Intent and Purpose.

Certain occupational uses termed "home occupations" are allowed in dwelling units on the basis that such uses are incidental to the use of the premises as a residence. They have special regulations that apply to ensure that home occupations will not be a detriment to the character and livability of the surrounding neighborhood. The regulations ensure that the accessory home occupation remains subordinate to the residential use and the residential viability of the dwelling is maintained. The regulations recognize that many types of jobs can be done in a home with little or no effect on the surrounding neighborhood and, as such, may be permitted provided such uses:

- 1. Are incidental to the use of the premises as a residence;
- 2. Are conducted within the bona fide residence of the principal practitioner;
- 3. Are compatible with residential uses;
- 4. Are limited in extent and do not detract from the residential character of the neighborhood.

B. <u>Definition of Accessory Home Occupations.</u>

There are two types of home occupations, Type A and Type B. Permit requirements and uses allowed in each type vary and are allowed only if they comply with all of the requirements of this ordinance. Deviation from any standard requires a variance approval from the Board of Zoning Appeals.

- 1. In Type A (limited) home occupations residents use their home as a place of work, home office or business mailing address. Employees or customers are prohibited from coming to the site. Examples include artists, crafts people, writers and consultants.
- 2. In Type B home occupations the resident uses their home for work which requires or results in either employees or customers coming to the site. Examples are counseling, tutoring, family daycare, and single-chair hair cutting and styling. Type B home occupations must obtain a Special Land Use Permit from the City Council due to their greater possible impact on the surrounding neighborhood as a result of individuals and visitors from outside the neighborhood coming to the property.





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C. General Provisions and Prohibited Uses.

All home occupations shall meet the following:

- 1. A home occupation shall be incidental and accessory to the use of a dwelling as a residence. No more than 25% of the floor space of the dwelling unit (including attached garages) may be used for the occupation.
- 2. There shall be no exterior evidence of the home occupation or alteration of the residence and/or accessory buildings to accommodate the home occupation. Internal or external changes which will make the dwelling appear less residential in nature or function are prohibited. Examples of such prohibited alterations include construction of parking lots, paving of required setbacks, or adding commercial-like exterior lighting. Any alteration or addition which expands the floor area of the principal structure dedicated to the home occupation use shall void the existing business license and require a new business license be obtained, subject to property compliance verification by the Department of Planning and Zoning. For Type B home occupations a new public hearing must be held for the rights associated with the Special Land Use Permit to be reestablished.
- 3. There shall be no outside operations or exterior storage of inventory or materials to be used in conjunction with a home occupation.
- 4. Off-site employees of the resident shall not congregate on the premises for any purpose concerning the home occupation nor park their personal vehicles at the location.
- 5. No article, product or service used or sold in connection with such activity shall be other than those normally found on the premises.
- 6. No more than one vehicle associated with the home occupation may be parked at the site. Such vehicle is limited to 1½ ton carrying capacity and must be used exclusively by the resident and parked on a valid improved surface.
- 7. No use or activity may create noise, dust, glare, vibration, smoke, smell, electrical interference or any fire hazard.
- 8. All home occupations shall be subject to periodic inspections by the Department of Planning and Zoning.
- 9. Any type of repair or assembly of vehicles or equipment with internal combustion engines (such as autos, motorcycles, marine engines, lawn mowers, chain saws and other small engines) or of large appliances (such as washing machines, dryers, and refrigerators) or any other work related to automobiles and their parts is prohibited.
- 10. Group instruction, assembly or activity shall be limited to five persons at one time (day care excluded).
- 11. Accessory home occupations may not serve as headquarters or dispatch centers where employees come to the site and are dispatched to other locations.
- 12. The Department of Planning and Zoning must approve all business licenses which shall be recertified annually.

D. Specific Criteria for Type A Home Occupations.

In addition to the general criteria established in Subsection C, Type A home occupations are subject to the following restrictions:

- 1. No clients, non-resident employees or customers are allowed on the premises.
- 2. Pickups from and deliveries to the site in regard to the business shall be restricted to vehicles which have no more than two axles and shall be restricted to no more than two pickups or deliveries per day between the hours of 8 a.m. and 6 p.m.
- 3. No signage regarding the home occupation is permitted on the property.
- 4. No advertisement shall be placed in any media (including flyers soliciting business) containing the address of the property.



205 Lawrence Street Drawer 609 Marietta, Georgia 30061-0609

Scott Everingham, **Business License Manager** Telephone: (770) 794-5520 Fax: (770) 794-5685

Mayor's Office: (770) 794-5502 City Manager's Office: (770) 794-5507 City Clerk's Office: (770) 794-5526

Instructions and Information

Welcome to the City of Marietta. We are delighted that you have come to the City of Marietta to conduct your business. Should you have need for any assistance, please call us at (770) 794-5520 because we want to be of assistance to you with all of your service needs in the City.

Even though you may have already filed an application for your business license which is required prior to conducting your business in the City, you may need to contact other departments in the City for certain services. May we suggest the following for assistance:

- 1. For utilities, call Marietta Power at (770) 794-5150, Sherri Rashad, Supervisor.
- 2. For zoning information, call Patsy Bryan at (770) 794-5440 or Rusty Roth at (770) 794-5670. If you are considering tree removal, please contact Rusty Roth at (770) 794-5670 regarding the Tree Protection Ordinance.
- 3. Sign permits are required; therefore, call Patsy Bryan at (770) 794-5440 or Rusty Roth at (770) 794-5670.
- 4. For building construction, repairs, permits, air conditioning and heating inspection, building inspection, plumbing inspection, please call Carol Jones at (770) 794-5659 For electrical inspection or permits, please call (770) 794-5647 and leave a voice mail message.
- 5. For permits and/or fingerprints for taxi cabs, alcoholic beverage managers, adult entertainment, massage parlors, pawnshops, and solicitors, please call Janice Caylor of the Marietta Police at (770) 794-5341.
- 6. For any new signs or structural work done at your business site located in the City, the Downtown Marietta Development Authority (DMDA) or the Marietta Historical District requires certain permits. If you are in the DMDA area, signs and structural changes must be approved by the DMDA prior to construction work being done in addition to other possible requirements from the City of Marietta. For information on this subject, please call Doris Reidy at (770) 794-5502.
- 7. Any monies owed the City for license fees, permit fees, utilities and taxes must be paid prior to the permit being released or the conduct of any work in the City being done.
- 8. Should your business involve **hazardous materials**, you must contact the Marietta Fire Department prior to your operation beginning in the City. Please call **Fire Education at (770) 794-5498** for assistance.
- 9. New construction or renovation done prior to a business occupying a new facility or building, shall meet all code requirements for permits and licenses. Further, a Certificate of Occupancy shall be issued prior to the business beginning operation. To summarize, each business shall be in compliance with all aspects of the Marietta City Code prior beginning operation in the City.
- 10. For food service or restaurant assistance, please call Cobb County Environmental Health at (770) 435-7815 or the Georgia Department of Agriculture at (404) 656-3621.
- 11. For personal property tax information, please call Cobb County Personal Property Division at (770) 528-3123. Please note that even though your business is located in the City of Marietta, by law, Cobb County is responsible for all tax assessments.
- 12. For transportation and moving related businesses, please contact the **Department of Motor Vehicle Safety**, Commercial Vehicle and Compliance Section at (678) 413-8732.

We look forward to being of service to you and assisting you with City of Marietta services.

^{*}Notify this office of any change of address, ownership, firm name, or classification.